

Financial Overview **from the Office of the** **Controller**

CITY OF BLOOMINGTON

**Mission
Statement**

**To preserve,
promote and
enhance Bloomington,
Indiana's distinct
identity and vibrant
quality of life**



2016 BUDGET PROPOSAL

commerce

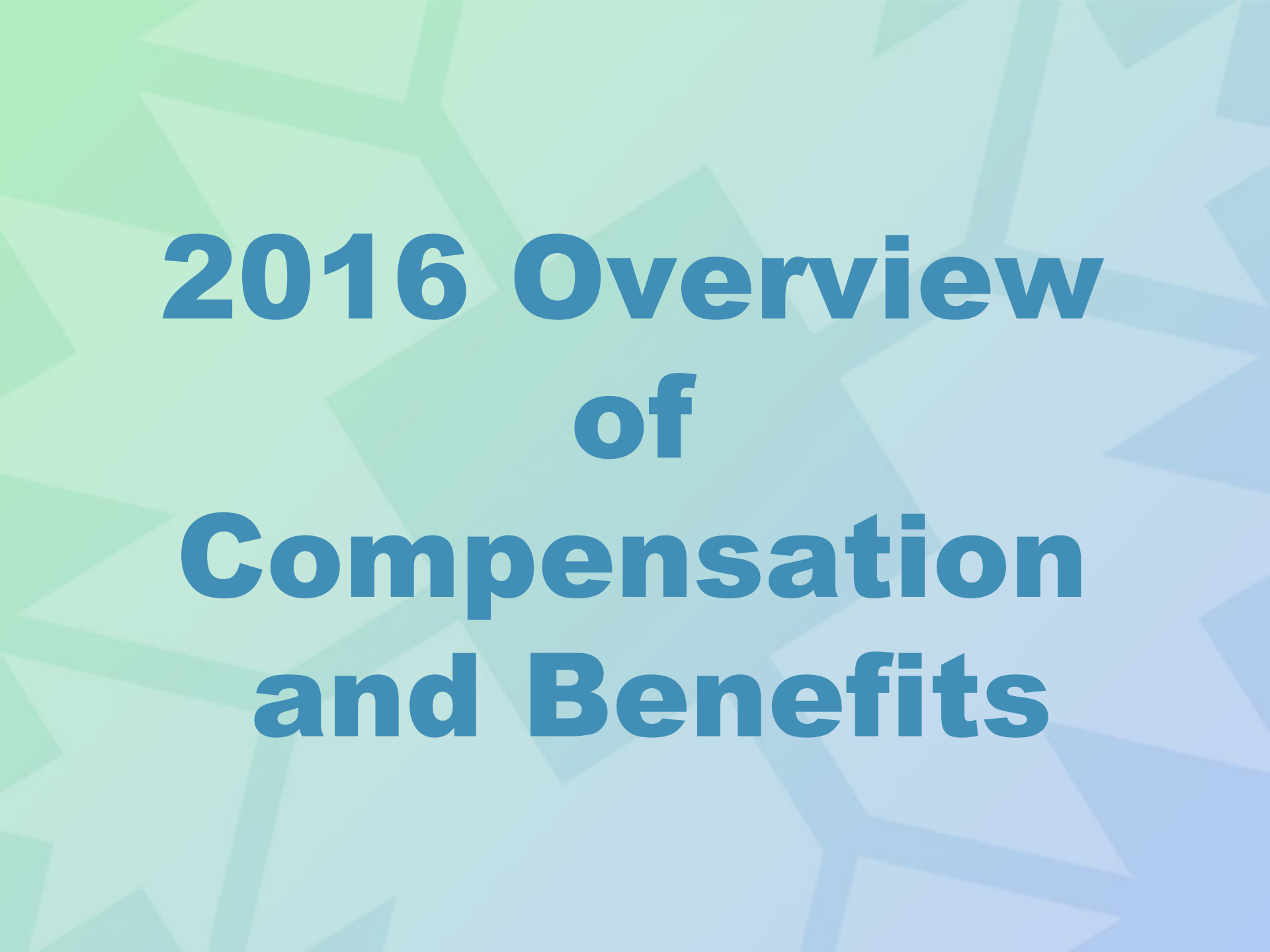
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2016 Overview of Compensation and Benefits

2016 Compensation

- Police, Fire, and AFSCME compensation is determined by collective bargaining agreement
 - Fire: 1.5%
 - AFSCME: 1%
 - Police: subject to CBA, not yet determined
- Non-Union salary increase for 2016 will be 2 %

Category 1 Employee Benefit Items

- Line 121 (FICA) remains 7.65% of compensation
- Line 122 (PERF) employer contribution non-public safety employees – 11.2% For sworn public safety employees – 19.7% (same as in 2015).
- City pays employees portion
3% non-public safety employees
4% firefighters and police officers

Category 1 continued

Health Insurance Trust (HIT)

- Line 123 – Health and Life Insurance
- The Health Insurance Trust (HIT) is the pool of money used for the administration of health/dental/vision benefits.
- The City's health benefit plan is fully insured through the Indiana Association of Cities and Towns (IACT) Medical Trust.
- The dental/vision plans remains self-funded and administered through a third-party administrator with network discounts.

Health Insurance Trust (HIT)

- Other Personal Services including flexible spending administration costs for HAS and FSA accounts, life insurance premiums, long-term disability premiums, gym memberships, and massage therapy.
- For the 2016 budget, the City's contribution is \$13,273, a 6% increase, per eligible position.
- 2016 IACT health insurance premiums are not yet set. Anticipated increase of 8-10% over 2015 costs.
- No Increase anticipated for Employee Premiums.



2016 TOTAL PERSONAL BENEFITS SUMMARY

PREPARED FOR: RFT Grade 3 Employee

Aug-15

BENEFIT		ANNUALIZED VALUE OF EMPLOYER CONTRIBUTION
Salary		33,500
Health Insurance- Medical/Dental (estimate), \$30,000 Life/LT Disability/Flex		13,273
PERF		4,757
Social Security (6.2% of salary)		2,077
Medicare (1.45% of salary)		486
Worker's Compensation (estimate)		675
	Salary Plus Benefits	54,768

The City of Bloomington also provides group access to: Short Term Disability, Voluntary Life, Section 125, Section 457, and Section 529 plans



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Human Resources

Providing Customer Service and Support to City Employees...

- Administration of Employee Benefits--Health, Life, Disability, Vision, and Dental
- Providing health and wellness initiatives- Employee Health Fair, Free Flu Shots, Wellness Gift Card, Dental Challenge
- Update all Employees' Job Descriptions
- Process over 2000 Employment Applications
- Posted over 100 job vacancies (Regular and Temporary)
- Developed Temporary Personnel Manual
- Worker's Compensation Administration
- SPEA Service Corps program

Human Resources

Fostering a Healthy and Productive Work Environment...

- Evaluation and Streamlining of internal HR processes to improve efficiencies – Open Enrollment Process for Health Insurance
- Working with City departments to process change and foster success among departments
- Working, as trustee of IACT Medical Trust, to continue prudent fiscal management of the trust and control costs of the City's health insurance plan.
 - EFFECTIVE 1/1/15 – added Transgender Benefit to Health Insurance Plan
- Evaluating ways to decrease Worker's Compensation claims
- Named Employer of the Year by local Human Resources Association

Human Resources

2016 Vision and Goals...

- Streamline payroll vouchers on-line through the HR portal
- Continuing to review and update internal city personnel policies as needed.
- Implement a more comprehensive onboarding and exit interview process
- Continue working on internal training program for employees
- Continued involvement with local and statewide HR professionals
- Continued leadership in the IACT Medical Trust
- Evaluate FLSA changes to overtime requirements
- Implement ACA employer reporting requirements

Human Resources

Fund: 101 General Fund - Human Resources				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	414,659	423,344	8,685	2.09%
200 - Supplies	6,650	5,900	(750)	-11.28%
300 - Other Services and Charges	37,963	36,788	(1,175)	-3.10%
400 - Capital	-	-	-	0.00%
Total Budget	459,272	466,032	6,760	1.47%
Total FTE	5	5	0	0.00%



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Legal Department

2015 Review



- **Educated board and commission members, through legal staff representation at meetings and outreach**
- **Updated various policies, rules, regulations, and ordinances**
- **Monitored legislation to protect City interests**
- **Continued to collaborate with the Controller and the Office of the Mayor to implement and maintain compliance with financial and other city policies**
- **Assisted in development of capital projects list and issuance of the TIF bonds**
- **With the assistance of the Controller, will conduct a thorough review of insurance policies and seek proposals for 2016**

Legal Department

2016 Priorities



- **Update municipal code provisions, as needed**
- **Assist in development of city-wide projects, by providing contractual and legal support**
- **Work with administration to explore income-generating and cost-saving proposals**
- **Proactively work with the Controller's Office and Human Resources to energize risk-management and safety programs**
- **Maintain compliance with policies, rules, regulations and laws**

Legal Department

Fund: 101 General Fund - Legal				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	793,379	802,389	9,010	1.14%
200 - Supplies	15,063	15,063	-	0.00%
300 - Other Services and Charges	45,722	46,000	278	0.61%
400 - Capital	-	-	-	0.00%
Total Budget	854,164	863,452	9,288	1.09%
Total FTE	8.875	8.875	0	0.00%

Legal Department

Fund: 101 General Fund - Board of Public Safety				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	3,415	3,415	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	-	-	-	0.00%
400 - Capital	-	-	-	0.00%
Total Budget	3,415	3,415	-	0.00%
Total FTE	0	0	0	0.00%

Legal Department

Fund: 800 - Risk Management					
Category		2015	2016	\$ Change	% Change
100 - Personnel Services		226,554	233,103	6,549	2.89%
200 - Supplies		42,550	42,100	(450)	-1.06%
300 - Other Services and Charges		393,035	512,099	119,064	30.29%
400 - Capital		-	-	-	0.00%
Total Budget		662,139	787,302	125,163	18.90%
Total FTE		3	3	0	0.00%



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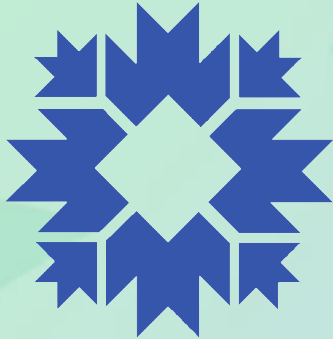
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Information & Technology **Services Department**

Mission



... to provide—through the innovative forward-looking application of information technology—the IT services, tools, training and resources necessary to maintain mission-critical City systems, empower City staff to excel in their work, and electronically engage residents of our community in city governance.

Information & Technology Services Department

2015 Review



- Upgrade Council Chambers A/V system and video pipeline (September)
- Website Public Alpha (Late August)
- inRoads tool released
- Time/Attendance system migration (in progress)

Information & Technology **Services Department**

2016 Priorities



- New Support Technician
- Copier replacement enterprise-wide
- Expand Enterprise Document Management
- Aerial imagery from state flyover
- Computer capital replacement
- Funding for CATS meeting coverage
- Provide excellent and responsive customer service to city staff and public.

Information & Technology

Services Department

General Fund

Fund: 101 General Fund - ITS				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	1,460,047	1,495,726	35,679	2.44%
200 - Supplies	35,347	44,011	8,664	24.51%
300 - Other Services and Charges	98,346	80,011	(18,335)	-18.64%
400 - Capital	-	-	-	0.00%
Total Budget	1,593,740	1,619,748	26,008	1.63%
Total FTE	18	18	0	0.00%

ITS Telecommunications

Nonreverting Fund

Fund: 401 - Non-Reverting Telecommunications				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	11,800	9,900	(1,900)	-16.10%
300 - Other Services and Charges	1,221,178	1,042,325	(178,853)	-14.65%
400 - Capital	760,000	484,000	(276,000)	-36.32%
Total Budget	1,992,978	1,536,225	(456,753)	-22.92%

ITS Map Generation Fund

Fund: 409 - Electronic Map Generation				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	-	10,000	10,000	NA
400 - Capital	-	-	-	0.00%
Total Budget	-	10,000	10,000	NA

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Office of the Common Council



The Common Council is the legislative body of the City. It is responsible for passing ordinances, orders, resolutions, and motions for the government of the City, the control of the City's property and finances, and the appropriation of money (I.C. §36-4-6-18)

Office of Common Council

Legislative Duties



Our goal is to adopt sound and effective legislation in a transparent, informed, civil, and timely manner.

Office of Common Council

Policy Development and Coordination



Our goal is to develop and coordinate policies that address community needs effectively while remaining within budgetary constraints.

Office of Common Council

Constituent Services and Community Relations



Our goal is to provide open, responsive,
and accountable municipal government
that promotes a sense of community

Office of the Common Council

Fund: 101 General Fund - Common Council				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	461,906	492,271	30,365	6.57%
200 - Supplies	6,620	3,984	(2,636)	-39.82%
300 - Other Services and Charges	6,320	56,320	50,000	791.14%
400 - Capital	-	-	-	0.00%
Total Budget	474,846	552,575	77,729	16.37%
Total FTE	11	11	0	0.00%



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Office of the City Clerk

OUR MISSION:



To provide our city staff, council, and citizens with the best possible service within our scope of statutory and legislative duties and other programs and initiatives that speak to our commitment to engage citizens in their local government.

Office of the City Clerk



Second graders are coming!

Parking Appeals!

A \$20 ticket! You've got to be kidding me!

J155 Students Coming!

BMC Updates!

Can you perform my wedding?

Did the council pass..?

Minutes!

Could you verify?

Where do I...?

Board and Commission Vacancies!

BUT I PAID THE METER!!

I WAS ONLY 3 MINUTES LATE!!

Could I have a copy of..... ?

That's an IU parking ticket!

I need a notary!

Is the legislation signed?

Who is my council member?

Scanning

PARKMOBILE!

I wanted the County Clerk!

Sending out Legislation

Could you please proofread these minutes?

Signature needed for cemetery deed.

Press releases

Double Checking

Compiling the legislative index.

Action Memoranda

Covering meetings

Read by title and synopsis only

Formatting

Internal Work Sessions

I need a public record.

Neighborhood Newsletters are ready!

I'm sorry, you've reached Bloomington, INDIANA!

Office of the City Clerk

Statutory Duties



- **Officiating at marriages**
- **Attesting to signatures**
- **Administering oaths**
- **Certifying documents**
- **Signing official deeds and documents**
- **Preparing and arranging for public notices to be published**
- **Updating and maintaining the Bloomington municipal code**
- **Coordinating recruitment and administration for City boards and commissions**
- **Preserving the records of the council**

Office of the City Clerk

Program Areas

- **Statutory Duties**
- **Parking Ticket Appeals**
- **Customer Service**
- **Outreach to Citizens**
 - Citizens Academy**
 - IU Classes, Advocacy**
 - Student & Citizen visits**
- **Partnerships**
 - Journalism Class assignment**
 - Monroe County Public Library**
 - Indiana State Library Indiana Memory Project**



Office of the City Clerk

Fund: 101 General Fund - City Clerk				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	231,832	199,065	(32,767)	-14.13%
200 - Supplies	4,500	2,800	(1,700)	-37.78%
300 - Other Services and Charges	10,695	13,545	2,850	26.65%
400 - Capital	-	-	-	0.00%
Total Budget	247,027	215,410	(31,617)	-12.80%
Total FTE	3.85	2.875	-0.975	-25.32%

Office of the City Clerk

Summary of Budget Request Changes From 2015 Budget:



Category 1 – Personnel

Reduction due to completion of work by the Records Archivist, position changed to that of Intern.

Category 2 – Supplies

Reduction due to one time purchase of supplies needed for Records Archivist

Category 3 – Other Services

Increase for training, workshops, meetings for new personnel

Total Decrease in Request is 12.8%

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Office of the Controller

2015 Review



- **Completed staff relocation**
- **Continued to review policies, procedures, roles and responsibilities for purposes of oversight and segregation of duties**
- **Hired City's first Procurement Manager**
- **Continued to collaborate with the Legal and the Office of the Mayor to implement and maintain compliance with financial and other city policies**
- **Assisted in development of capital projects list and issuance of the TIF bonds**

Office of the Controller

2016 Priorities



- **Implement integrated purchasing processes into the City's ERP system**
- **Review existing and expiring bond issues for cost savings opportunities and funding of capital needs**
- **Continue to review capital needs and explore avenues for funding**
- **Continue to monitor processes and procedures in order to implement best practices for compliance and efficiency**
- **Maintain compliance with fiscal policies, rules, regulations and laws**

Office of the Controller

Fund: 101 General Fund - Controller				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	596,282	1,016,372	420,090	70.45%
200 - Supplies	4,600	5,600	1,000	21.74%
300 - Other Services and Charges	116,175	60,775	(55,400)	-47.69%
400 - Capital	-	-	-	0.00%
Total Budget	717,057	1,082,747	365,690	51.00%
Total FTE	13	13	0	0.00%

Office of the Controller

Fund: 251 - Bloomington Investment Incentive				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	503,383	63,244	(440,139)	-87.44%
400 - Capital	-	-	-	0.00%
Total Budget	503,383	63,244	(440,139)	-87.44%

Office of the Controller

Fund: 405 - Non-Reverting Improvement I				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	468,383	178,419	(289,964)	-61.91%
400 - Capital	35,000	-	(35,000)	0.00%
Total Budget	503,383	178,419	(324,964)	-64.56%

Office of the Controller

Fund: 508 - BMFC - Showers				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	635,375	632,515	(2,860)	-0.45%
400 - Capital	-	-	-	0.00%
Total Budget	635,375	632,515	(2,860)	-0.45%

Office of the Controller

Fund: 511 - 1998 Street Bond II				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	888,311	896,651	8,340	0.94%
400 - Capital	-	-	-	0.00%
Total Budget	888,311	896,651	8,340	0.94%

Office of the Controller

Fund: 512 - Golf Course Bond (02/19)				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	271,680	269,412	(2,268)	-0.83%
400 - Capital	-	-	-	0.00%
Total Budget	271,680	269,412	(2,268)	-0.83%

Office of the Controller

Fund: 513 - BMFC - 1998 Street Lease				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	1,186,875	1,194,875	8,000	0.67%
400 - Capital	-	-	-	0.00%
Total Budget	1,186,875	1,194,875	8,000	0.67%

Office of the Controller

Fund: 515 - Fire Station #2 Lease				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	94,500	-	(94,500)	-100.00%
400 - Capital	-	-	-	0.00%
Total Budget	94,500	-	(94,500)	-100.00%

Office of the Controller

Fund: 516 - 2001 Parks Bond				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	-	-	-	0.00%
200 - Supplies	-	-	-	0.00%
300 - Other Services and Charges	450,034	433,442	(16,592)	-3.69%
400 - Capital	-	-	-	0.00%
Total Budget	450,034	433,442	(16,592)	-3.69%



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Office of the Mayor

Summary



- **Continued coordination with all Departments in meeting identified goals, completing infrastructure projects and ensuring a high level of public service delivery**
- **Provide constituent communications on a daily basis and also monitor and ensure appropriate communications on issues that arise through the uReport system**
- **Administer all strategic communications of the City and work with all Departments on their communications efforts**
- **Maintain a lean staffing structure and are proud of the long standing relationship with the SPEA Corps program**

Office of The Mayor

Fund: 101 General Fund - Mayor				
Category	2015	2016	\$ Change	% Change
100 - Personnel Services	426,593	430,298	3,705	0.87%
200 - Supplies	2,800	2,800	-	0.00%
300 - Other Services and Charges	7,880	7,880	-	0.00%
400 - Capital	-	-	-	0.00%
Total Budget	437,273	440,978	3,705	0.85%
Total FTE	4	4	0	0.00%

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